

UNCLASSIFIED		RESTRICTED		CONFIDENTIAL		SECRET	
(SENDER WILL CIRCLE CLASSIFICATION ON TOP AND BOTTOM)							
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP							
TO		INITIALS		DATE			
1	Deputy Director (Administration)						
2	Director of Central Intelligence						
3							
4							
5							
FROM		INITIALS		DATE			
1	Security Officer, CIA						
2							
3							
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> APPROVAL</div> <div style="width: 33%;"><input type="checkbox"/> INFORMATION</div> <div style="width: 33%;"><input type="checkbox"/> SIGNATURE</div> <div style="width: 33%;"><input type="checkbox"/> ACTION</div> <div style="width: 33%;"><input type="checkbox"/> DIRECT REPLY</div> <div style="width: 33%;"><input type="checkbox"/> RETURN</div> <div style="width: 33%;"><input type="checkbox"/> COMMENT</div> <div style="width: 33%;"><input type="checkbox"/> PREPARATION OF REPLY</div> <div style="width: 33%;"><input type="checkbox"/> DISPATCH</div> <div style="width: 33%;"><input type="checkbox"/> CONCURRENCE</div> <div style="width: 33%;"><input type="checkbox"/> RECOMMENDATION</div> <div style="width: 33%;"><input type="checkbox"/> FILE</div> </div> <p style="margin-top: 10px;">REMARKS: The attached memorandum has been informally coordinated with who concurs in the advisability of initiating this procedure. I am attaching Mr. Hedden's comments.</p> <p style="text-align: center; margin-top: 10px;">Recommend signature by the DCI.</p>							
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FORM NO. 30-4
SEP 1947

STATINTL

MEMORANDUM FOR: Assistant Director for Personnel

1. It is my desire that each applicant for employment in CIA be made aware of our policy that all individuals employed by CIA will be of excellent character and of undivided loyalty to the United States. In addition, they will be unquestionably discreet persons of good character about whom there is no question as to their integrity and trustworthiness.

2. Each person contacting or contacted by the Personnel Office for employment should be informed that this Agency, in order to assure that its employees meet its high standards, conducts an exhaustive background, character, and loyalty investigation. The investigation will include, but not be limited to, inquiries designed to determine whether the individual has:

a. Committed or attempted to commit, or assisted another in committing or attempting to commit any act of sabotage, espionage, treason, or sedition;

b. Associated with espionage agents of a foreign nation, or with representatives of foreign nations whose interests are inimical to those of the United States;

c. Been a member of a subversive organization;

d. Advocated revolution by force or violence to alter the constitutional form of government of the United States;

e. Deliberately omitted significant information from or falsified a Personal History Statement or any other official form;

f. Violated or disregarded security regulations to a degree which would endanger the common defense or national security;

g. Been adjudged insane; been legally committed to an insane asylum, or treated for serious mental or neurological disorder;

h. Been convicted of a felony;

i. Been or is addicted to the use of alcohol or drugs habitually and to excess;

j. Engaged in homosexual acts;

k. Been a conscientious objector to service in the Armed Forces during time of war on grounds other than religious convictions.

3. After investigation, matters falling within the above categories are carefully weighed in determining eligibility for employment.

4. If an applicant should have a question as to whether or not a circumstance in his or her background is disqualifying for employment in CIA, he or she should be invited to discuss the matter with my Security representatives who will afford an advisory opinion. The matters discussed will be held in strict confidence.

5. You may wish to have this memorandum reproduced and a copy given to each person who is given or submits an application for employment to this Agency.

Walter B. Smith
Director of Central Intelligence